Historic, Archive Document

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Number 17 6-16-45

PROCEDURE TRANSMITTAL

NOTICES

DIRECTING MAIL TO AREA FISCAL OFFICES: Until further notice all mail directed to the respective Area Fiscal Offices should be addressed as follows:

Area 1

Mr.H. A. Scully Office C_ Marketing Services BRAR 60 Beaver Street Area Fis. Officer 60 Beaver Street - 4th FloorRENT SERIAL RECORD New York 7. New York SEP 121945 New York 7, New York U.S. DEPARTMENT OF AGRICULTURE

Area 3

Mr. John T. Mirch Area Fiscal Officer Office of Marketing Services 821 Market Street San Francisco 3, California

Area 2

Mr. Leslie Lore Area Fiscal Officer Office of Marketing Services 5 South Wabash Avenue Chicago 3, Illinois

Area 4

Mr. H. C. Goodpasture Area Fiscal Officer Office of Marketing Services 556 U. S. Terminal Annex Dallas 2, Texas

HANDLING OF GOVERNMENT CHECKS: The Treasury Department has again requested the cooperation of all employees in preventing the mutilation of checks. The following objectionable practices have been noted with respect to card checks:

(1) Metal staples and pins are used to fasten papers to salary checks; and (2) spindling, folding, clipping, or otherwise mutilating the checks. Such practices cause damage to equipment, or otherwise mutilating the checks, and inaccurate accounting results, tending to defeat the purpose for which card checks were adopted.

If staples are used to affix notices to paper checks, the staples should be at least three inches from the left edge.

The full cooperation of all employees handling checks will greatly facilitate the work of the Treasury Department. This Notice must be brought to the attention of all employees.

PLACING SYMBOL UNDER PENALTY INDICIA: Your attention is called to paragraph II B 1 of OMS Instructions 422.B (formerly GAI 3051) requiring that on and after July 1 the symbol "PMGC" be placed under the penalty indicia in the upper right corner of envelopes bearing the penalty indicia and that the symbol "CPO" be placed under the penalty indicia in the upper right corner of forms and post cards bearing the penalty indicia printed by the Government Printing Office.

The proper symbol must be typed or otherwise affixed by the initiating office on all envelopes, labels, tags, and so forth, on hand without the appropriate symbol, which are used on or after July 1.

DISTRIBUTION: A, W-07, R-07

PROCEDURE MANUAL

- INSERT OMS INS. 310.2, "FIELD PERSONNEL ACTIONS COTTON AND FIBER BRANCH":

 Designates Recommending Officers for field personnel actions
 for all employees (except themselves) in the Cotton and Fiber Branch within the designated area of responsibility.
- INSERT OMS INS. 310.3, "FIELD PERSONNEL ACTIONS DAIRY AND POULTRY BRANCH":

 Designates Recommending Officers for field personnel actions
 for all employees (except themselves) in the Dairy and Poultry Branch within the designated area of responsibility.
- INSERT OMS INS. 310.4, "FIELD PERSONNEL ACTIONS FISCAL DIVISION":

 Designates Recommending Officers for field personnel actions
 for all employees (except themselves) in the Fiscal Division
 within the designated area of responsibility.
- INSERT OMS INS. 310.5, "FIELD PERSONNEL ACTIONS FRUIT AND VEGETABLE BRANCH:"

 Designates Recommending Officers for field personnel actions
 for all employees (except themselves) in the Fruit and
 Vegetable Branch within the designated area of responsibility
- INSERT OMS INS. 310.6, "FIELD PERSONNEL ACTIONS CRAIN PRODUCTS BRANCH":

 Designates Recommending Officers for field personnel actions
 for all employees (except themselves) in the Grain Products
 Branch within the designated area of responsibility.
- INSERT OMS INS. 310.7, "FIELD PERSONNEL ACTIONS LIVESTOCK AND MEATS BRANCH":

 Designates Recommending Officers for field personnel actions
 for all employees (except themselves) in the Livestock
 and Meats Branch within the designated area of responsibility
- INSERT OMS INS. 310.8 "FIELD PERSONNEL ACTIONS MARKETING FACILITIES BRANCH":

 Designates Recommending Officers for field personnel actions
 for all employees (except themselves) in the Marketing
 Facilities Branch within the designated area of responsibility.
- INSERT OMS INS. 310.9, "FIELD PERSONNEL ACTIONS MARKETING REPORTS DIVISION":

 Designates Recommending Officers for field personnel actions
 for all employees (except themselves) in the Marketing Reports Division within the designated area of responsibility.
- INSERT OMS INS. 310.10, "FIELD PERSONNEL ACTIONS PERSONNEL DIVISION":

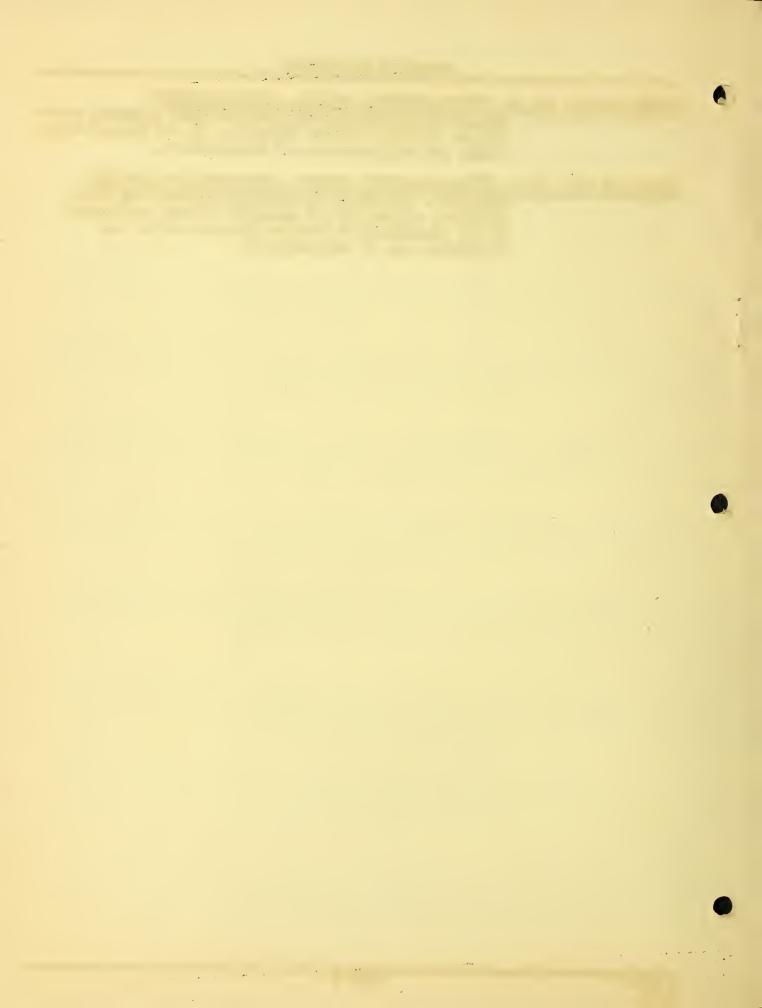
 Designates Recommending Officers for field personnel actions for all employees (except themselves) in the Personnel Division within the designated area of responsibility.
- INSERT OMS INS. 310. 11, "FIELD PERSONNEL ACTIONS SPECIAL COMMODITIES BRANCH":

 Designated Recommending Officers for field personnel actions
 for all employees (except themselves) in the Special Commodities Branch within the designated area of responsibility.

- INSERT OMS INS. 310.12, "FIELD PERSONNEL ACTIONS TOBACCO BRANCH":

 Designated Recommending Officers for field personnel actions for all employees (except themselves) in the Tobacco Branch within the designated area of responsibility.
- INSERT OMS INS. 310.13, "FIELD PERSONNEL ACTIONS ADMINISTRATIVE SERVICES.

 DIVISION": Designates Recommending Officers for field personnel actions for all employees (except themselves) in the Administrative Services Division within the designated area of responsibility.



Ι POLICY

Officers listed in this Instruction are designated as recommending officers and are authorized to submit requests for field personnel actions for all employees (except themselves) in the Cotton and Fiber Branch within the designated areas of responsibility. Requests for personnel actions signed by anyone other than designated recommending officers will not be processed.

ΙI REQUEST FOR PERSONNEL ACTION, FORM AD-517

AD-517

Recommending officers shall submit an original and one copy (two copies for separations) of Form AD-517 for requests for personnel actions to the Area Personnel Office listed. The Area Personnel Office shall forward the copy to the appropriate Area Fiscal Office.

III BRANCH OR STAFF DIVISION APPROVAL

Recommending officers are responsible for obtaining any required approvals prior to submitting Forms AD-517 to the Area Personnel Office.

IV RECOMMENDING OFFICERS

Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Field Operations Southeastern Area	Area Manager	Atlanta	Alabama Carolina - North Carolina - South Florida Georgia Virginia	Dallas " " " " "
South Central Area	п	Memphis	Arkansas Illinois Kentucky Louisiana Mississippi Missouri Tennessee	11 11 11 11 11
Southwestern Area	11	Dallas	Kansas Oklahoma Texas (except District 6)	11 11
Western Area		Bakersfield	Arizona California New Mexico District 6 of Texas	San Francisco " " " ,
Supervision of Classing and Grading Section	Officer in Charge	Memphis	Memphis	Dallas
Research & Testing Div. Laboratories	п	Clemson,S.C.	Clemson, S.C.	11

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Activity	Recommending Officer	Location Re	Area of sponsibility Pe	To Area ersonnel Office In:
Research & Testing Div. Laboratories	Officer in Charge		Stoneville, Miss. College Station, Texas	Dallas
Utilization & Diversion Division	Chief of Branch	Washington, D.C.	Lockport, N.Y. Gilman, Conn. Flint, Mich. Janesville, Wis. Charlotte, N.C.	11 11 11 11
11	11	11	Taylor, Texas	11
11	11	11	Los Angeles, Cal.	San Francisco.
Naval Stores Section	on "	11	New York, N.Y. Daphne, Ala. Mobile, Ala. Savannah, Ga. Valdosta, Ga. Helena, Ga. Jacksonville, Fla.	Dallas "" "" "" "" "" "" ""

Consultants WOC

See OMS Instruction 312.1

I POLICY

Officers listed in this Instruction are designated as recommending officers and are authorized to submit requests for field personnel actions for all employees (except themselves) in the Dairy and Poultry Branch within the designated areasof responsibility. Requests for personnel actions signed by anyone other than designated recommending officers will not be processed.

II REQUEST FOR PERSONNEL ACTION, FORM AD-517

AD-517

Recommending officers shall submit an original and one copy (two copies for separations) of Form AD-517 for requests for personnel actions to the Area Personnel Office listed. The Area Personnel Office shall forward the copy to the appropriate Area Fiscal Office.

III BRANCH OR STAFF DIVISION APPROVAL

Recommending officers are responsible for obtaining any required approvals prior to submitting Forms AD-517 to the Area Personnel Office.

IV RECOMMENDING OFFICERS

Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Inspection & Grading	Div.			
Dairy Graders & Sam	plers Bruce S. Mars	New York	Connecticut	New York
			Delaware	tt .
			Maine	11
			Maryland	If
			Massachusetts	11
			New Hampshire	11
			New Jersey	11
			New York	11
			Pennsylvania	it
			Rhode Island	11
			Vermont	ţ1
			West Virginia	11
Egg & Poultry Graders				
and Samplers	Lester Kilpatrick	Ш	Connecticut	11
			Delaware	17
	•		Maine	11
			Maryland	II.
			Massachusetts	11
			New Hampshire	11
			New Jersey	11
			New York .	11 ,
			Pennsylvania	11
			Rhode Island	11
			Vermont	H
			West Virginia	tt

310.3 FIELD PERSONNEL ACTIONS - DAIRY AND POULTRY BRANCH

Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Clerical Personnel	L.F. Champlin Norman A. Dakin	New York Boston	New York Boston	New York
	W.B.S. Woodward	Philadelphia	Philadelphia	11
Dressed Poultry Inspectors &	,			
Clerical Staff	John R. Harney	Philadelphia	Connecticut Delaware Florida Georgia Maine Maryland Massachusetts New Hampshire New Jersey New York North Carolina Pennsylvania Rhode Island South Carolina Vermont Virginia	New York
Market News Division	on			
Technical & Clerica Personnel	al L.F. Champlin	New York	New York	New York
	Norman A. Dakin	Boston	Boston	"
	W.B.S. Woodward	Philadelphia	Philadelphia	11
All Other Dairy & Poultry Field Activ		-		
	Francis D. Cronin	New York	Connecticut Delaware Maine Maryland Massachusetts New Hampshire New Jersey New York Pennsylvania Rhode Island Vermont West Virginia	New York
All Grading Activi & Clerical Personn		Atlanta	Alabama Florida Georgia Kentucky Mississippi North Carolina South Carolina Tennessee Virginia	New York

					Personnel Employment General
Activity	Recommending Officer	Location	Area of Responsibility	To Area Pe Office	
All Other Dai & Poultry Fie Activities	Louis T. Wells	Atlanta	Florida Georgia North Carolina Virginia South Carolina	New York	
Inspection & Cheese Grader Dairy Sampler		r Chicago	Illinois Indiana Iowa Michigan Minnesota Missouri Nebraska	Chicago	
Butter Grader: & Dairy Sample	ers		North Dakota Ohio South Dakota Wisconsin	O: :	
	Leo H. Benson		Illinois Indiana Iowa Michigan Minnesota Missouri Nebraska North Dakota Ohio	Chicago ,	
Egg & Poultry			South Dakota Wisconsin		
Graders & Samplers	Kenneth L. Goss	H .	Illinois Indiana Michigan Ohio Wisconsin	Chicago	
Egg & Poultry Graders & Sam & Des Moines	Clerical				
Personnel	F. J. Santo	Des Moines	Colorado Iowa Kansas Minnesota Missouri Montana Nebraska North Dakota South Dakota Wyoming	Chicago	

310.3	FIELD PERSONNEL	ACTIONS - DAIR	Y AND POULTRY	
Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Laboratory & Cleric Personnel for Labo				
tory	O. J. Kahlenberg	Chicago	Chicago	Chicago
Clerical Personnel	Edward Small	п	11,	11
	W. W. Oswald	St. Louis	St. Louis	11
	R. J. Ashens	Kansas City, Mo	.KansasCity,Mo.	Dallas
	W. W. Wheeler	Minneapolis	Minneapolis	Chicago
	H. J. Sartorius	Milwaukee	Milwaukee	H
Dressed Poultry Insp. & Clerical				
Staff	H. A. Weckler	Chicago	Alabama Arkansas Illinois Indiana Kentucky Michigan Minnesota Mississippi Missouri Ohio Tennessee Wisconsin	Chicago
	Roy E. Willie	Omaha,	Colorado Iowa Kansas Louisiana Nebraska New Mexico	Chicago
			North Dakota Oklahoma South Dakota Texas	
Market News Divisio Technical & Clerica	.1	Ct. :	Ohi	Chiara
Personnel All Other Dairy &	Floyd R. Simpson	Onicago	Chicago	Chicago
Poultry Field Activ	i- Frank E. Blood	Chicago	Iowa Minnesota Nebraska North Dakota South Dakota Wisconsin Indiana Illinois Michigan Ohio	Chicago

				Personnel Employment General
Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Insp. & Grading Di All Grading Activi- ties & Clerical				
Personnel	John A. Hamann	Dallas	Arkansas Louisiana New Mexico Oklahoma Texas	Dallas
Mkt. News Division	Edison D. Miller (Employee of Fruit & Veg. Br.)	New Orleans	New Orleans	Dallas
All Other Dairy & Poultry Field		New Offeans	new offeans	valias .
Activities	Claude M.: Evans	Dallas	Arkansas Kansas Louisiana Oklahoma Texas, except that part in Area 3	Dallas
Insp. & Grading Div Dairy Graders & Samplers	Floyd E. Fenton	San Francisc		San Francisco
			California Idaho	
			Montana Nevada Oregon Utah	Chicago San Francisco
Egg & Poultry Graders &			Wyoming San Francisco Washington	Chicago
	Robert B. Mericle	San Francisco	Arizona California Idaho Nevada Oregon Utah Washington	San Francisco
Dressed Poultry Inspectors	Robert B. Mericle	n	Arizona California Idaho Montana Nevada Oregon Utah Washington Wyoming	п

Activity	Recommending Officer	Location	Area Of Responsibility	To Area Personnel Office In:
Laboratory				
Personnel	F. H. McCampbell	San Francisco	San Francisco	San Francisco
Clerical	F. H. McCampholl	11	11	n
Personnel	F. H. McCampbell		Too Angolog	н
	A. G. Abell	Los Angeles Portland	Los Angeles Portland	11
	C. L. Reiser			11
	E. R. Johnson	Seattle	Seattle	•"
Market News Division - Technical & Clerical Personnel	F. H. McCampbell A. G. Abell C. L. Reiser	San Francisco Los Angeles Portland	San Francisco Los Angeles Portland	San Francisco
	E. R. Johnson	Seattle	Seattle	!!
All Other Dairy & Poultry Activities	Paul C. Adams	San Francisco	Arizona California Idaho Montana Nevada Orégon Utah Washington Wyoming	San Francisco

Consultants WOC

See OMS Instruction 312.1

I POLICY

Officers listed in this Instruction are designated as recommending officers and are authorized to submit requests for field personnel actions for all employees (except themselves) in the Fiscal Division within the designated areas of responsibility. Requests for personnel actions signed by anyone other than the Chief Fiscal Officer or the designated recommending officers will not be processed.

II REQUEST FOR PERSONNEL ACTION, FORM AD-517

AD-517

Recommending officers shall submit an original and one copy (two copies for separations) of Form AD-517 for requests for personnel actions to the Area Personnel Office listed. The Area Personnel Office shall forward the copy to the appropriate Area Fiscal Office.

III BRANCH OR STAFF DIVISION APPROVAL

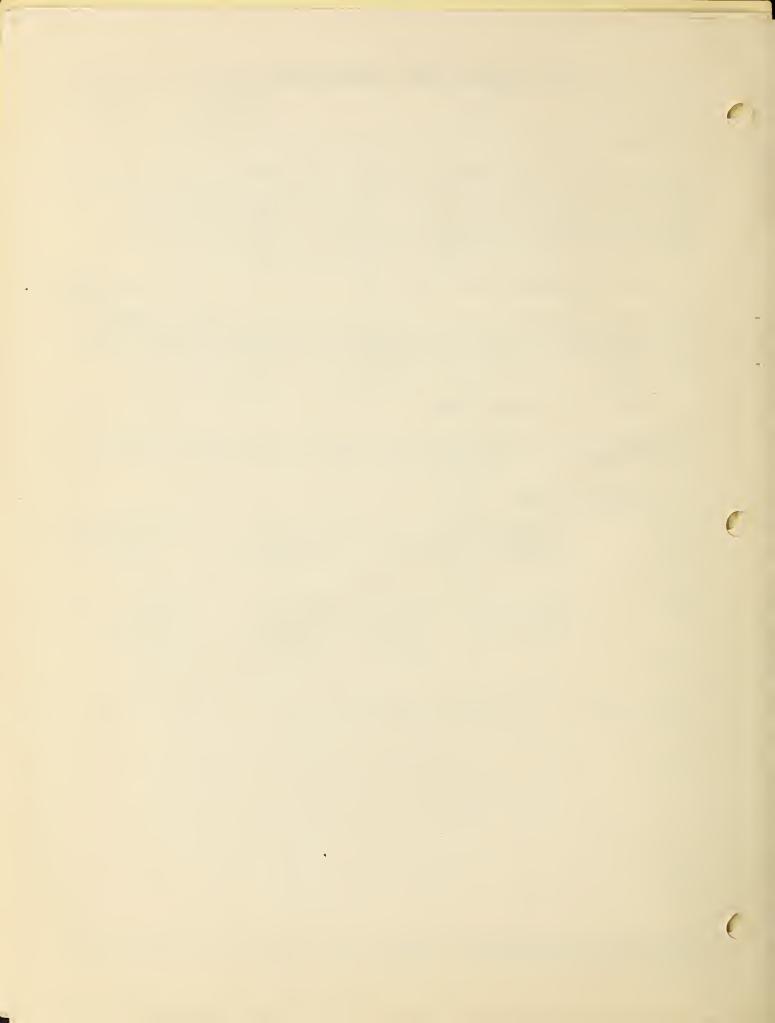
Recommending officers are responsible for obtaining any required approvals prior to submitting Forms AD-517 to the Area Personnel Office.

IV RECOMMENDING OFFICERS

Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Area Fiscal				
Offices	Area Fiscal Officer	New York	Area I	New York
	or Acting Area	Chicago	Area 2	Chicago
	Fiscal Officer	San Francisco	Area 3	San Francisco
		Dallas	Area 4	Dallas

Consultants WOC

See OMS Instruction 312.1



I POLICY

Officers listed in this Instruction are designated as recommending officers and are authorized to submit requests for field personnel actions for all employees (except themselves) in the Fruit and Vegetable Branch within the designated areas of responsibility. Requests for personnel actions signed by anyone other than designated recommending officers will not be processed.

II REQUEST FOR PERSONNEL ACTION, FORM AD-517

AD-517

Recommending officers shall submit an original and one copy (two copies for separations) of Form AD-517 for requests for personnel actions to the Area Personnel Office listed. The Area Personnel Office shall forward the copy to the appropriate Area Fiscal Office.

III BRANCH OR STAFF DIVISION APPROVAL

Recommending officers are responsible for obtaining any required approvals prior to submitting Forms AD-517 to the Area Personnel Office.

IV RECOMMENDING OFFICERS

Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office
Proc. Prod. Stand. & Insp. Division	Regional Supervisor	New York	All states in Area I	New York
	a a	Chicago	All states in Area 2	Chicago
	п	San Fran- cisco	All states in Area 3	San Francisco
	11 11	Dallas	All States in Area 4	Dallas
Fresh Prod. Stand. & Insp. Division	11 11	New York	All states in Area I	New York
	11 11	- Chicago	All states in Area 2,except Scottsbluff, Nebr.	Chicago
	п	Dallas	All states in Area 4	Dallas

Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Fresh Prod. Stand. & Insp. Division	Marketing Spec. in Charge of Scottsbluff, Nebr Station.	Chicago or Scottsbluff,		
		Nebraska	Scottsbluff, Nebr.	Chicago
	Admin. Officer	Wash.,D. C.	All states in Area 3	San Francisco
Regulatory Div.	11 11	Wash.,D. C.	All states in Area (New York
		11	All states in Area 2	Chicago
		"	All states in Area 3	San Francisco
		II	All states in Area 4	Dallas
Market News Div.	11 11	II .	All states in Area	New York
		U	All states in Area 2	Chicago
		ıı	All states in Area 3	San Francisco
		".	All states in Area 4	Dallas
Mktg. Programs Div	• H H	**	All states in Area I	New York
		11	All states in Area 2	Chicago
		er .	All states in Area 3	San Francisco
		88	All states in Area 4	Dallas

Consultants WOC See OMS Instruction 312.1

I POLICY

Officers listed in this Instruction are designated as recommending officers and are authorized to submit requests for field personnel actions for all employees (except themselves) in the Grain Products Branch within the designated areas of responsibility. Requests for personnel actions signed by anyone other than designated recommending officers, the Chief or the Administrative Officer of the Grain Products Branch, will not be processed.

II REQUEST FOR PERSONNEL ACTION, FORM AD-517

AD-517

Recommending officers shall submit an original and one copy (two copies for separations) of Form AD-517 for requests for personnel actions to the Area Personnel Office listed. The Area Personnel Office shall forward the copy to the appropriate Area Fiscal Office.

III BRANCH OR STAFF DIVISION APPROVAL

Recommending officers are responsible for obtaining any required approvals prior to submitting Forms AD-517 to the Area Personnel Office.

IV RECOMMENDING OFFICERS

Activity Recommending Officer Location Responsibility Chicago Hdqrs. Office In: Chicago Hdqrs. Office only Chicago							
Chicago Hdqrs. Office only Chicago Pacific Coast Headquarters " Portland,Oreg. Portland Hdqrs. Office only San Francisco Field Offices " Maryland: Baltimore Baltimore New York " Massachusetts: Boston Boston " New York: Albany Albany " Buffalo Buffalo " New York Hoboken,N.J. " Pennsylvania:	•				Location		
Headquarters " Portland,Oreg. Portland Hdqrs. Office only San Francisco Field Offices " Maryland: Baltimore Baltimore New York " Massachusetts: Boston Boston " New York: Albany Albany " Buffalo Buffalo " New York Hoboken, N.J. " Pennsylvania:		General Field Hdqrs	. Officer in (Charge	e Chicago		Chicago
Baltimore Baltimore New York "Massachusetts: Boston Boston " New York: Albany Albany " Buffalo Buffalo " New York New York Hoboken, N.J. "			11		Portland,Oreg.		San Francisco
Boston Boston " New York: Albany Albany " Buffalo Buffalo " New York New York Hoboken, N.J. "		Field Offices	11			Baltimore	New York
Buffalo Buffalo " New York New York Hoboken, N.J. "			11			Boston	11
Buffalo Buffalo " New York New York Hoboken, N.J. "			11			Albany	n
Pennsylvania:			11			New York	
			11			e	

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5-29-45

Activity	Recommending Officer	Location R	Area of Responsibility	To Area Personnel Office In:
Field Offices	Chief of Branch or Admin. Officer	Washington, D.C.	Connecticut Delaware Maine Maryland New Hampshire New Jersey New York Pennsylvania Rhode Island Vermont West Virginia Massachusetts	New York
	Officer in Charge	Alabama: Montgomery	Montgomery	Dallas
	n ·	Georgia:	non og omer y	
		Atlanta	Atlanta	New York
	II	Kentucky: Louisville	Louisville	Chicago
	п	Tennessee: Memphis Nashville	Memphis Nashville	Dallas
	Chief of Branch or Admin. Officer	Washington,D.C.	Alabama Florida Georgia Kentucky Mississippi North Carolina South Carolina Tennessee Virginia	Dallas New York Chicago Dallas New York " Dallas New York
	Officer in Charge	Illinois; Chicago	Chicago District Office only (S. Chicago)	Chicago
		Peoria .	Peoria-Decatur	11
	11	Indiana: Indianapolis West Lafayette	Indianapolis West Lafayette	11 11
		Iowa: Cedar Rapids Sioux City	Cedar Rapids Sioux City	n n
	и	Minnesota: Duluth Minneapolis	Duluth Minneapolis(St.Pa	" au1) "
	11	Missouri: Kansas City St. Joseph St. Louis	Kansas City St. Joseph St. Louis (Cairo,Ill.)	Dallas "Chicago

Personnel Employment

				Employ Gener
Activity	Recommending Officer	Location	Area of Responsibility	To Area Person Office In
D: 21 Occ:	0.00	N. 1		
Field Offices	Officer in Charge	Nebraska: Omaha	Omaha	Chicago
	n	Ohio:		
		Cincinnati	Cincinnati	11
		Toledo	Toledo	n
	n	Wisconsin:		
		Milwaukee	Milwaukee	п
	Chief of Branch	Washington, D.C	Illinois	п
	or Admin. Officer		Indiana	II .
			Iowa	11
			Michigan	11
			Minnesota	II .
			Missouri(except	Dallas
			St. Louis)	
			Missouri	Chicago
			(St.Louis only)	
			Nebraska	"
			North Dakota	"
			Ohio	"
			South Dakota	11
			Wisconsin	"
	Officer in Charge			
		Denver	Denver	San Francisco
	II .	Kansas:		
		Wichita	Wichita	Dallas
			(Hutchinson)	
	II .	Louisiana:		
		New Orleans	New Orleans	11
	,		Rice	II .
			Sub-offices in	II .
			states of Louisi-	
			ana	
			Texas	11
			Arkansas	11
			Tennessee	II .
	11	Oklahoma:		
		Enid	Enid	II .
	II.	Texas:		
		Fort Worth	Fort Worth	11
	11	Galveston	Galveston	11
	Chief of Branch	Washington, D.C.		11
		mashing ton, D.C.		
	or Admin. Officer		Colorado Kansas	San Francisco
			Louisiana	Dallas
			New May 100	
			New Mexico Oklahoma	San Francisco Dallas

310.6	FIELD PERSONNE	L ACTIONS - G	RAIN PRODUCTS BRANCH	
Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Field Offices	Officer in Charge	California: Los Angeles Sacramento San Fran- cisco	Los Angeles Sacramento San Francisco	San Francisco
	11	Montana: Great Falls	Great Falls	n
	11	Oregon: Corvallis Portland	Corvallis Portland District & Vancouver (Wash.) Office	81 11
	н	Utah: Ogden	Ogden	п
	11	Washington: Seattle Spokane	Seattle-Tacoma Spokane	n n
	Chief of Branch or Admin. Officer	Washington, D.C.	Arizona California Idaho Nevada Montana Oregon Utah Washington	11 11 11 11 11 11 11 11 11 11
Beltsville,Md.	Chief of Branch or Admin. Officer	Washington, D. C.	Beltsville,Md.	Washington,D.C.

See OMS Instruction 312.1

I POLICY

Officers listed in this Instruction are designated as recommending officers and are authorized to submit requests for field personnel actions for all employees (except themselves) in the Livestock and Meats Branch within the designated areas of responsibility. Requests for personnel actions signed by anyone other than designated recommending officers will not be processed.

II REQUEST FOR PERSONNEL ACTION, FORM AD-517

AD-517

Recommending officers shall submit an original and one copy (two copies for separations) of Form AD-517 for requests for personnel actions to the Area Personnel Office listed. The Area Personnel Office shall forward the copy to the appropriate Area Fiscal Office.

III BRANCH OR STAFF DIVISION APPROVAL

Recommending officers are responsible for obtaining any required approvals prior to submitting Forms AD-517 to the Area Personnel Office.

IV RECOMMENDING OFFICERS

	-			
Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Meat Insp. Div.	_	_		
Field Stations	Inspector in Cha	arge Connecticut Hartford	: Hartford	New York
		New Haven	New Haven Hamden	New Tork
	μ	Delaware:		
		Bridgeville	Bridgeville Cambridge, Md.	11
		Wilmington	Wilmington	
	н	District of		
		Columbia Washington	Purcellville, Va.	11
		"aoning ton	Washington, D. C.	
	H	Maine:		
		Portland	Portland	II .
	n	Maryland:	D	"
		Baltimore	Bainbridge Baltimore	n
		Cumberland	Cumberland	
•		Frederick Pocomoke	Frederick Pocomoke City	
		City	TOCOMORE OTLY	
		Salisbury	Salisbury	
	11	Massachusett		
		Boston	Portsmouth (N.H.) Southboro	н

Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
<u>Meat Insp. D</u> Field Station	<u>iv</u> .Inspectorin Charge ns	New Hampshire: Manchester North Wal- pole	Manchester North Walpole	New York
	11	New Jersey: Jersey City	Bayonne Hoboken Jersey City North Bergen Secaucus	IT
	н	Newark	Chester,Pa. Newark Paterson Trenton	п
	II	New York: Albany	Albany Canajoharie Buffalo Binghamton Bradford, Pa. Elmira Hudson Medina Olean	TI .
	11	Cortland Kingston New York	Cortland Kingston Mamaroneck New London, Conn. New York	11
	II	Poughkeepsie Rochester Sampson South Kort- right	Yonkers Poughkeepsie Rochester Sampson South Kortright	п
	П	Utica Pennsylvania: Allentown Erie Hallstead Harrisburg	Allentown Erie Hallstead Harrisburg Lebanon	11
	11	Philadelphia	Milton Palmyra Lock Haven Philadelphia Swedesboro, N. J. Vineland, N. J.	
	п	Pittsburgh Pittston Reading	West Chester Pittsburgh Pittston Scranton Reading	п

Personnel Employment

				General General
Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office in:
Meat Insp. Div Field Stations	. Inspector in s Charge	Rhode Island: Providence Vermont:	North Attleboro, Mass Davisville Fall River, Mass. New Bedford, Mass. Newport Providence Quonset Point	
		Lyndonville St. Albans	Lyndonville East Berkshire East Fairfield Georgia St. Albans	II.
	n	West Virginia:	*	
		Wheeling	Wheeling	п
Laboratory	Chemist in Char of Meat Insp.		New York City	п
Field Stations	Inspector in Charge	Alabama: Birmingham Dothan	Birmingham Dothan	Dallas
	н	Montgomery Florida: Jacksonville	Montgomery Jacksonville	New York
		Key West Miami Ocala Bartow	Key West Miami Ocala Bartow	
		Pensacola	Pensacola	
	п	Georgia: Albany Atlanta	Albany Atlanta Hogansville	п
		Augusta Columbus	Augusta Savannah Columbus	
		Moultrie	Moultrie Tallahassee,Fla. Thomasville	
		Tifton	Tifton	
	11	Kentucky: Henderson Lexington Louisville	Henderson Lexington Louisville	Chicago
	II	North Carolina: Charlotte Wilmington	Charlotte Wilmington	New York

Activity Recommending Officer Location Responsibility To Area Personnel Office In: Meat Insp. Div. Inspector in Field Stations Charge Tennessee: Chattanooga Chattanooga Chattanooga Clinton Knoxville Memphis Helena, Ark. Memphis Millington West Point, Miss. Nashville Union City " Virginia: Bristol Norfolk Norfolk Portsmouth Richmond Smithfield Suffolk Salem " Illinois: Bushnell Bushnell Chicago Chatcanooga Chattanooga Chattanooga Clinton Knoxville Union City Union City Wemphis Millington West Point, Miss. New York New York New York Charleston Orangeburg New York New York New York New York New York New York Chicago Chicago Chicago
Field Stations Charge Charleston Orangeburg Orangeburg Orangeburg "Tennessee: Chattanooga Chattanooga Dallas Knoxville Memphis Helena, Ark. Memphis Millington West Point, Miss. Nashville Union City Union City "Virginia: Bristol Bristol New York Norfolk Norfolk Portsmouth Richmond Smithfield Suffolk Salem Salem "Illinois: Bushnell Bushnell Chicago
Chattanooga Chattanooga Dallas Knoxville Clinton Knoxville Memphis Helena, Ark. Memphis Millington West Point, Miss. Nashville Union City Union City " Virginia: Bristol Bristol New York Norfolk Norfolk Portsmouth Richmond Richmond Smithfield Suffolk Salem Salem " Illinois: Bushnell Bushnell Chicago
Memphis Memphis Memphis Millington West Point, Miss. Nashville Union City Union City Virginia: Bristol Norfolk Norfolk Portsmouth Richmond Richmond Smithfield Suffolk Salem Illinois: Bushnell Bushnell Chicago
Nashville Union City Virginia: Bristol Norfolk Norfolk Portsmouth Richmond Smithfield Suffolk Salem Illinois: Bushnell Bushnell Rashville Union City Union City New York New York New York New York New York New York Norfolk Portsmouth Richmond Smithfield Suffolk Salem Chicago
Bristol Bristol New York Norfolk Norfolk Portsmouth Richmond Richmond Smithfield Suffolk Salem Salem " Illinois: Bushnell Bushnell Chicago
Richmond Richmond Smithfield Suffolk Salem Salem " Illinois: Bushnell Bushnell Chicago
Salem Salem " Illinois: Bushnell Bushnell Chicago
Bushnell Bushnell Chicago
Columbia City, Ind. Elgin Gary, Ind. Great Lakes Hoopeston South Bend, Ind. Elburn, Ill. Rockford Sterling Streater
Danville Danville Peoria Peoria Rushville
Paris Paris
" Indiana: Evansville Evansville " Fort Branch Fort Branch Frankfort Frankfort Indianapolis Anderson Columbus Indianapolis Thornton
Madison Madison Mishawka Mishawka Muncie Muncie Fort Wayne
Terre Haute Terre Haute

Personnel Employmen

	Recommending	-	Area of	To Area Personnel
Activity	Officer	Location	Responsibility	Office In:
Meat Insp. Div. Field Stations	Inspector in Charge	Iowa: Cedar Rapids Davenport Des Moines Dubuque Fort Dodge	Cedar Rapids Davenport Des Moines Dubuque Estherville Fort Dodge	Chicago
		Marshalltown Mason City Ottumwa Perry Spencer Sioux City Storm Lake Waterloo	Marshalltown Mason City Ottumwa Perry Spencer Sioux City Storm Lake Waterloo	
	11	Michigan: Detroit	Detroit Fremont Lake Odessa	ıı
		Menominee Plainwell	Menominee Plainwell	
	11	Minnesota: Albert Lea Austin Duluth So.St.Paul	Albert Lea Fairbault Austin Duluth Minneapolis Newport St. Paul So.St.Paul	п
		Winona	Winona	
	11	Missouri: Joplin St. Louis	Joplin Alton, Ill. Belleville, Ill. East St. Louis, Iil. Nat'l Stockyards, Il	Dallas Chicago
		So.St.Joseph	St. Louis St. Joseph So.St.Joseph	Dallas
	n	Nebraska: Omaha	Lincoln Nebraska City Omaha	Chicago
		Scottsbluff	Scottsbluff	
	11	North Dakota: Grand Forks West Fargo	Grand Forks West Fargo	п

Activity Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Meat Insp. Div. Inspector in Field Stations Charge	Ohio: Cincinnati	Cincinnati Covington, Ky.	Chicago
	Cleveland	Newport, Ky. Bedford Cleveland	
	Columbus Dayton	Sandusky Columbus Dayton	
	Fostoria Piqua	Fostoria Piqua Troy	
		nBowling Green	
ti	South Dakota: Huron Rapid City Sioux Falls	Huron Rapid City Mitchell Sioux Falls	11
	Watertown	Watertown	
n n	Wisconsin: Eau Claire	Chippewa Falls Eau Claire	n
	Edgar Madison Milwaukee	Edgar Madison Atkinson Hartford Milwaukee Racine	
	Praire Du Chein	Praire Du Chein	
Laboratories Chemist in Charge	Chicago Omaha	Chicago Omaha	n n
Meat Insp. Lab.	St. Louis	St. Louis	II .
Field Stations Inspector in Charge	Colorado: Denve r Pueblo	Denver Pueblo	San Francisco
11	Kansas: Arkansas City Kansas City	y Arkansas City Kansas City Lawrence	Dallas
	Levenworth Pittsburgh Topeka Wichita	Levenworth Pittsburgh Topeka Wichita	
11	Louisiana: Lake Charles New Orleans Shreveport	Lake Charles New Orleans Shreveport	п

Activity	Recommending Officer	Location	Area of	To Area Personnel
	Officer		Responsibility	Office In:
Meat Insp. Div.				
Field Stations	Inspector in	Oklahoma:		•
	Charge	Miami	Miami	Dallas
		Oklahoma City		
			Oklahoma City Tulsa	
			IUISa	
		Texas:		
	11	Corpus	Corpus Christi	11
		Christi El Paso	El Paso	San Francisco
		Fort Worth	Dallas	Dallas
		TOTE WOLLE	Denton	Dallas
			Fort Worth	
		Houston	Houston	
		San Antonio	Austin	
		T	San Antonio	
		Texarkana Vernon	Texarkana Vernon	
		ментоп	ментоп	• *
Laboratory	Chemist in Charge			
	of Meat Insp.Lab.	Kansas City,	Kansas City,	н
		Kansas	Kansas	
Field Stations	Inspector in			
	Charge	Arizona:		
		Phoenix	Phoenix	San Francisco
		Yuma	Imperial, Calif. Somerton	
			Yuma	
	lt.		2 dina	
	"	California:	D-1	II.
		Los Angeles	Bakersfield Dinuba	"
			Fresno	
•			Hanford	
			Los Angeles	
			Madera	
			Pico	
			Selma Vicelia	
			Visalia	
	II	San Diego	El Cajon	
			Nat'l City	
		Con Pro-	San Diego	
		San Fran- cisco	Broderick Chico	
		C12C0	Dixon	
			Elk Grove	
			Emeryville	
			Gazelle	
			Gilroy	
			Hollister	
			Marysville Medford, Ore.	
			Modesto	
			Montague	

Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:	
Meat Insp.Div. Field Stations	Inspector in Charge	California: San Francisco	Mountain View Red Bluff Sacramento Salinas San Francisco San Jose San Mateo Santa Cruz Tracy Vallejo Woodland Yerington, Nev.	San Francisco	
	h	Idaho: Caldwell Lewiston	Caldwell Nampa Clarkston	11	
	11	Montana: Billings Butte	Lewiston Billings Butte	п	
	n	Nevada: Reno	Reno	n	
	п	Oregon: Baker Portland	Baker Portland Salem Tillamook	п	
	n .	Utah: Fillmore Ogden Salt Lake City	Fillmore Ogden Salt Lake City	п	
	п	Washington: Seattle	Seattle Snohomish Toppenish	п	
		Spokane	Farragut, Idaho Great Falls,Mont. Sandpoint,Idaho Spokane		
		Tacoma Walla Walla Yakima	Tacoma Walla Walla Yakima		
	н	Wyoming: Casper Sheridan Honolulu	Casper Sheridan Honolulu	п	
	Chemist in Charge of Meat Insp.Lab.	San Francisco	San Francisco	n.	
	Insp. In Charge	San Juan	San Juan	New York	

FIELD PERSONNEL ACTIONS - LIVESTOCK AND MEATS BRANCH 310.7 Personnel Employment General To Area Personnel Area of Recommending Location Office In: Responsibility Officer Maryland: New York Baltimore Field Stations Officer in Charge Baltimore Hagerstown Laurel, Del. Massachusetts: Boston Boston Somerville Manchester, N.H. Turner, Me. Cheshire Brockton Bellows Falls, Vt. Auburn, Maine Lyndonville, Vt. St. Albans, Vt. Springfield Bangor, Maine н New York: New York Albany Binghamton Bridgeport, Conn. Cortland Hartford, Conn. Kingston New Haven, Conn. New York Schenectady Stamford, Conn. Syracuse Utica So. Kortright Chester Pennsylvania: Philadelphia Allentown Harrisburg Philadelphia Reading Scranton Wilkes Barre York Trenton, N. J. Alabama: Birmingham Dallas Birmingham Laurel, Miss.

Anniston, Ala. Tuscumbia, Ala.

Dothan Mobile Montgomery Dothan Mobile Montgomery

Activity

Market News & Grading Division

Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Market News & Grading Div. Field Stations	Officer in Charge	Florida: Jacksonville Miami Ocala Tampa	Jacksonville Miami Ocala Tampa	New York
	11	Georgia: Albany Atlanta Augusta Moultrie Savannah Thomasville	Albany Atlanta Augusta Moultrie Savannah Vidalia Thomasville	11
	п	North Carolina: Ashville Charlotte Raleigh Winston Salem	Ashville Charlotte Raleigh Winston Salem	11
	H .	South Carolina: Charleston Greenville Orangeburg	Charleston Greenville Orangeburg Columbia	и,
	11	Tennessee: Chattanooga Knoxville Nashville	Chattanooga Knoxville Nashville	Dallas
	"	Virginia: Richmond	Lynchburg Norfolk Richmond Salem Winchester Danville	New York
	п	Illinois: Chicago	Chicago East Moline Mishawaka, Ind. Rockford Streator Peoria	Chicago
		National Stock yards	Gary, Ind. Baton Rouge, La. Jackson, Miss. Memphis, Tenn. Nat'l Stockyards New Orleans, La. Springfield Union City, Tenn.	

				Personnel Employment General
Activity	Recommending	Location	Area of	To Area Personnel
ACTIVITY	Officer	Location	Responsibility	Office In:
Mkt. News & Grading Div. Field Stations	Officer in Charge	Illinois: Nat'l Stock- yards	West Point, Miss. Little Rock, Ark. Quincy, Ill. Greenwood, Miss. Alexandria, La.	Chicago
	11	Iowa: Cedar Rapids Des Moines Dubuque Ottumwa Sioux City	Cedar Rapids Des Moines Fort Dodge Mason City Storm Lake Estherville Dubuque Prairie Du Chien, Wis of Ottumwa Sioux City	11
	11	Waterloo Indiana: Indianapolis	Indianapolis Terre Haute Ft. Branch Ft. Wayne Evansville	п
	n	Michigan: Detriot	Detroit Grand Rapids Bay City	п
	n	Minnesota: Albert Lea So.St.Paul	Albert Lea Austin Duluth Eau Claire, Wis. Fargo, N.D. Grand Forks, N.D. So. St. Paul Watertown, S.D. Rapid City, S.D. Winona Huron, S. D.	n
	н	Missouri: Kansas City So.St.Joseph	Kansas City Miami, Okla. Springfield Topeka, Kans. Parsons, Kan. So.St. Joseph	Dallas
	n	Nebraska: Omaha	Omaha Lincoln	Chicago

Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Mkt.News & Grading Div. Field Stations	Officer in Charge	Ohio: Cincinnati	Cincinnati Eowling Green, Ky. Lexington, Ky.	Chicago
		Cleveland	Louisville, Ky. Central City, Ky. Rochester, N.Y. Altoona, Pa. Buffalo, N.Y. Canton Cleveland	
		Columbus	Norwalk Pittsburgh, Pa. Sandusky Toledo Youngstown Erie, Pa. Bridgeport Clarksburg, W.Va. Columbus Huntington, W.Va.	
			Lima Mansfield Charleston,W.Va. Piqua, Ohio	
	11	South Dakota: Sioux Falls	Sioux Falls	п
	п	Wisconsin: Madison Milwaukee	Madison Green Bay West Bend Milwaukee	п
	11	Dist.of Colum Washington, D. C.	bia	Washington
	н	Colorado: Denver	Denver Pueblo Scottsbluff,Neb.	San Francisco
	Ħ	Kansas: Wichita	Wichita	Dallas
	п	Oklahoma: Oklahoma City	Blackwell Oklahoma City Tulsa Sherman, Texas	11
	π	Texas: Dallas Fort Worth	Dallas Fort Worth Shreveport,La. Vernon Waco	II

rsonnel Employment

					Personnel Employment General
Activity	Recommending Officer	Location	Area of Responsibility		a Personnel fice In:
Mkt.News & Grading Div.	Officer in Charge	Texas:			
Field Stations		Houston	Houston Lake Charles, La.	Dallas	
		San Antonio	Austin San Antonio		
	n	Arizona: Phoenix	El Paso, Texas	San Fra	ncisco
		Incenty	Phoenix	Dan 11a	inc13c0
	n	California: Los Angeles	El Centro	11	
			Bakersfield Los Angeles		
		Sacramento	San Diego Klamath Falls, Ore.	11	
			Petaluma Red Bluff		
			Reno, Nevada Sacramento		
			Eureka Napa		
•		San Francisco	Yreka Fresno		
			Modesto San Francisco		
			San Jose Santa Cruz		
			Visalia Stockton		
	п	Oregon: North Portland	No Portland	11	
		north forthand	Salem The Dalles		
			Roseburg		
	п	Utah: Ogden	Billings, Mont.	n	
			Boise, Idaho Butte, Mont.		
			Ogden Pocatello,Idaho		
			Salt Lake City Helena, Mont.		
	11	Washington: Seattle	Olympia	п	
		Scartif	Seattle		
			Spokane Stanwood		
			Tacoma Walla Walla		
			Yakima		

Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
<u>Packers & Stock</u> yards <u>Div</u> . Field Stations	Supervisor in- Charge	New York: New York	Boston, Mass. New York Philadelphia,Pa.	New York
	11	Alabama: Montgomery	Montgomery	Dallas
	†1	Tennessee: Nashville	Nashville	11
	п	Illinois: Chicago Nat'l Stock- yards	Chicago Nat'l Stocky ard s	Chicago
	п	Indiana: Indianapolis	Indianapolis Lexington, Ky.	11
	11	Iowa: Sioux City	Sioux City	п
	H	Minnesota; St.St.Paul	So. St. Paul	п
	11	Missouri: Kansas City	Kansas City	Dall a s
	11	Nebraska: Omaha	Omaha	Chicago
	,п	Ohio: Cincinnati Cleveland	Cincinnati Cleveland	п
Engineering Office	Engineer in Charge	Kansas City,Mo.	Kansas City,Mo.	Dallas
Accounting Offi	ce Accountant In Charge	Kansas City,Mo.	Kansas City, Mo.	11
Field Stations	Supervisor in Charge	Colorado: Denver	Denver	San Francisco
	11	Texas: Fort Worth	Fort Worth	Dallas
	11	California: Los Angeles	Los Angeles	San Francisco
	H	Oregon: No. Portland	No. Portland	п
Insecticide Div Field Stations	y. Inspector in Charge	Maryland: Baltimore	Baltimore	New York
	"	New York: New York	New York	п

				Gen era
Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Insecticide Di	v.			
Laboratories	Officer in Charge	New Jersey: Haddon Heights	Haddon Heights	New York
	H	New York: New York	New York	п
	II	Georgia: Atlanta	Atlanta	п
	н	Florida: Bradenton	Bradenton	ıı
	п	Illinois: Chicago	Chicago	Chicago
	П	Ohio: Cincinnati	Cincinnati	11
	ti	Missouri: St. Louis	St. Louis	п
Insecticide Laboratory	п	Illinois: Chicago	Chicago	П
Field Stations	Inspector in Charge	California: San Francisco	San Francisco	San Francisco
Laboratories	Officer in Charge	California: San Francisco	San Francisco	11
	II	Oregon: Corvallis	Corvallis	II.
	Admin.Officer or Asst.to Chief of			
Wool Division	Branch	Wash., D. C.	Beltsville,Md.	Washington, D.C.
Field Stations	Wool Appraiser	Massachusetts: Boston	Boston	New York
	"	Pennsylvania: Philadelphia	Philadelphia Louisville, Ky.	II
	11	Illinois: Chicago	Chicago Minneapolis, Minn. St. Louis, Mo. St. Joseph, Mo. Vincennes, Ind.	Chicago
	tt .	Colorado: Denver	Albuquerque, N.M. Belle Fourche, S.D. Billings, Mont. Denver Laramie, Wyo.	San Francisco

Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Wool Division Field Stations	Wool Appraiser	Colorado: Denver	Riverton, Wyo. Roswell, N.M. Salt Lake City, Utah	San Francisco
	11	Texas: San Angelo	San Angelo	Dallas
	II	Oregon: Portland	Portland San Francisco, Calif.	San Francisco
<u>Programs Div.</u> Field Stations	Set-aside Order Representative	New York: New York	New York	New York
Commodity Cred	<u>it</u>			
Meat Grading	Officer in Charge	Chicago	Chicago	Chicago
Set-aside, WFA	н	II .	11	n
War Meat Board	tt	11	п	:- H

Consultants WOC

See OMS Instruction 312.1

I POLICY

Officers listed in this Instruction are designated as recommending officers and are authorized to submit requests for field personnel actions for all employees (except themselves) in the Marketing Facilities Branch within the designated ares of responsibility. Requests for personnel actions signed by anyone other than designated recommending officers will not be processed.

II REQUEST FOR PERSONNEL ACTION, FORM AD-517

AD-517

Recommending officers shall submit an original and one copy(two copies for separations) of Form AD-517 for requests for personnel actions to the Area Personnel Office listed. The Area Personnel Office shall forward the copy to the appropriate Area Fiscal Office.

III BRANCH OR STAFF DIVISION APPROVAL

Recommending officers are responsible for obtaining any required approvals prior to submitting Forms AD-517 to the Area Personnel Office.

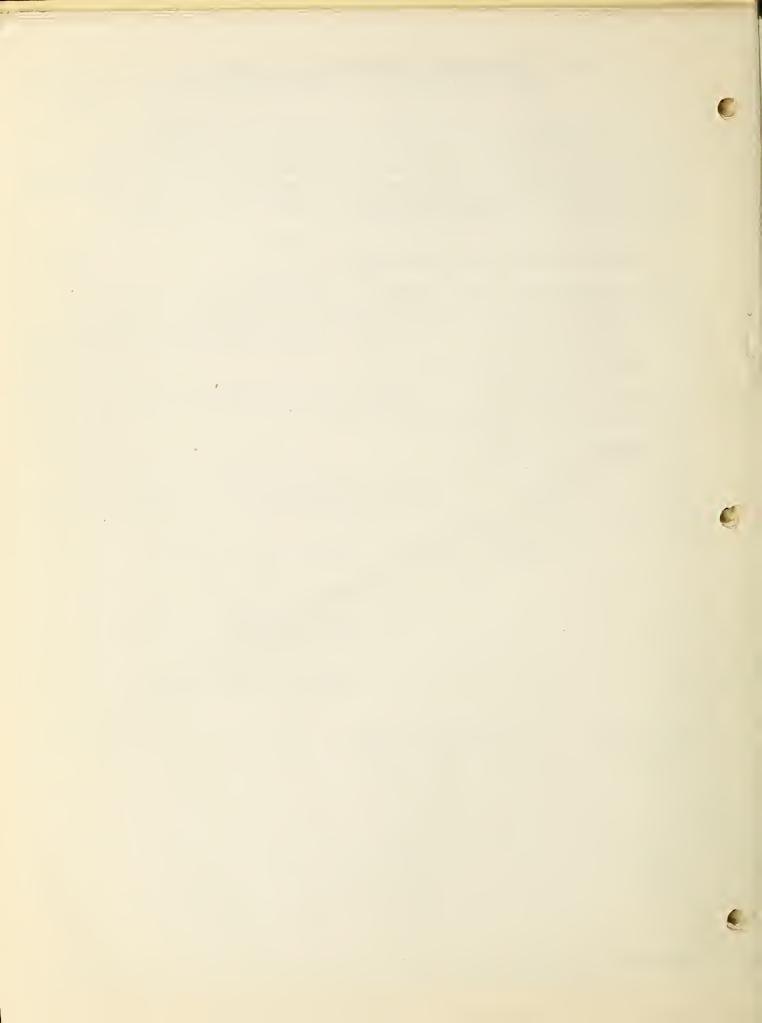
IV RECOMMENDING OFFICERS

Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Field Offices	• Chief of Branch of Admin. Officer		All states in Area	New York
		II	All states in Area	Chicago
	†I		All states in Area	San Francisco
	"	н	All states in Area	Dallas

Consultants WOC

See OMS Instruction 312.1

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I POLICY

Officers listed in this Instruction are designated as recommending officers and are authorized to submit requests for field personnel actions for all employees (except themselves) in the Marketing Reports Division within the designated area of responsibility. Except, all requests for personnel actions for grades P-3 and/or CAF-9 and above, must be sent to the Chief, Marketing Reports Division, Washington, D. C., for approval instead of to the Area Personnel Office indicated. Requests signed by anyone other than designated recommending officers will not be processed.

II REQUEST FOR PERSONNEL ACTION, FORM AD-517

AD-517

Recommending officers shall submit an original and one copy (two copies for separations) of Form AD-517 for requests for personnel actions to the Area Personnel Office listed. The Area Personnel Office shall forward the copy to the appropriate Area Fiscal Office.

III BRANCH OR STAFF DIVISION APPROVAL

Recommending officers are responsible for obtaining any required approvals prior to submitting Forms AD-517 to the Area Personnel Office.

IV RECOMMENDING OFFICERS

Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Chicago	Officer in Charge Chief of Division		Nebraska Illinois Indiana Iowa	Chicago
	•		Michigan Minnesota Missouri (except St. Louis) North Dakota Ohio South Dakota St.Louis, Mo. Wisconsin	Dallas Chicago
New York	11 A. M. O. M. O. D. O. D.	New York or Wash.,D. C.	Connecticut Delaware Maine Maryland Massachusetts New Hampshire New Jersey New York Pennsylvania Rhode Island Vermont West Virginia	New York

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FIELD PERSONNEL ACTIONS - MARKETING REPORTS DIVISION

Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Atlanta	Officer in Charge Chief of Division	Atlanta or Wash.,D. C.	Alabama Florida Georgia Kentucky Mississippi North Carolina South Carolina Tennessee Virginia	Dallas New York Chicago Dallas New York Dallas New York
Dallas	п	Dallas or Wash.,D.C.	Arkansas Colorado Kansas Louisiana New Mexico Oklahoma Texas (except that part in Area 3)	Dallas San Francisco Dallas San Francisco Dallas
San Francisco		San Francisco or Wash.,D.C.	Arizona California Idaho Montana Nevada Oregon Texas-that part in Area 3 Utah Washington Wyoming	San Francisco

Consultants WOC See OMS Instruction 312.1

I POLICY

Officers listed in this Instruction are designated as recommending officers and are authorized to submit requests for field personnel actions for all employees (except themselves) in the Personnel Division within the designated areas of responsibility. Requests for personnel actions signed by anyone other than designated recommending officers will not be processed.

II REQUEST FOR PERSONNEL ACTION, FORM AD-517

AD-517

Recommending officers shall submit an original and one copy (two copies for separations) of Form AD-517 for requests for personnel actions to the Area Personnel Office listed. The Area Personnel Office shall forward the copy to the Appropriate Area Fiscal Office.

III BRANCH OR STAFF DIVISION APPROVAL

Recommending officers are responsible for obtaining any required approvals prior to submitting Forms AD-517 to the Area Personnel Office.

IV RECOMMENDING OFFICERS

Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
Área Person Offices	nel Area Personnel Officer	New York	New York City	New York
	11	Chicago	Chicago	Chicago
	Û	Dallas	Dallas	Dallas
	n -	San Francisco	San Francisco	San Francisco

Consultants WOC

See OMS Instruction 312.1



I POLICY

Officers listed in this Instruction are designated as recommending officers and are authorized to submit requests for field personnel actions for all employees (except themselves) in the Special Commodities Branch within the designated area of responsibility. Requests for personnel actions signed by anyone other than designated recommending officers will not be processed.

II REQUEST FOR PERSONNEL ACTION, FORM AD-517

AD-517

Recommending officers shall submit an original and copy (two copies for separations) of Form AD-517 for requests for personnel actions to the Area Personnel Office listed. The Area Personnel Office shall forward the copy to the appropriate Area Fiscal Office.

III BRANCH OR STAFF DIVISION APPROVAL

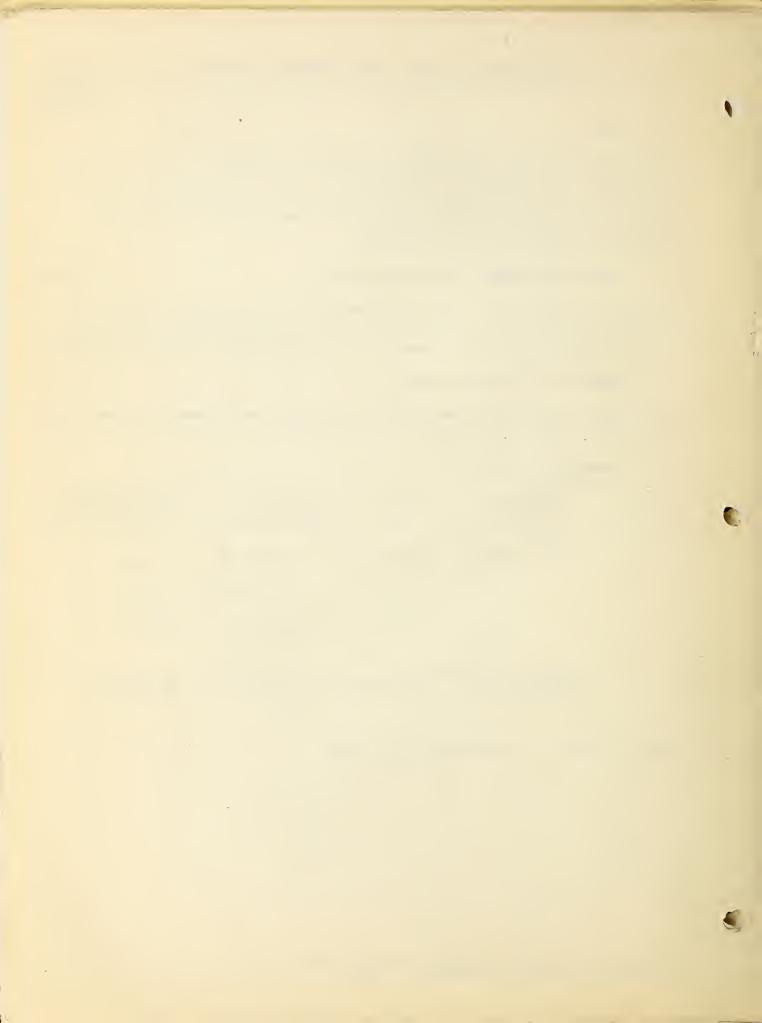
Recommending officers are responsible for obtaining any; required approvals prior to submitting Forms AD-517 to the Area Personnel Office.

IV RECOMMENDING OFFICERS

Activity	Recommending Officer	Location R	Area of esponsibility	To Area Personnel Office In:	
	Admin. Officer	Washington, D.C.	All states in Area I All states in Area 2 All states in Area 4	New York Chicago Dallas	
	Special Commoditi Representative		All states in Area 3	San Francisco	

Consultants WOC

See OMS Instruction 310.1



I POLICY

Officers listed in this Instruction are designated as recommending officers and are authorized to submit requests for field personnel actions for all employees (except themselves, in the Tobacco Branch within the designated area of responsibility. Requests for personnel actions signed by anyone other than designated recommending officers will not be processed.

II REQUEST FOR PERSONNEL ACTION, FORM AD-517

AD-517

Recommending officers shall submit an original and one copy (two copies for separations) of Form AD-517 for requests for personnel actions to the Area Personnel Office listed. The Area Personnel Office shall forward the copy to the appropriate Area Fiscal Office.

III BRANCH OR STAFF DIVISION APPROVAL

Recommending officers are responsible for obtaining any required approvals prior to submitting Forms AD-517 to the Area Personnel Office.

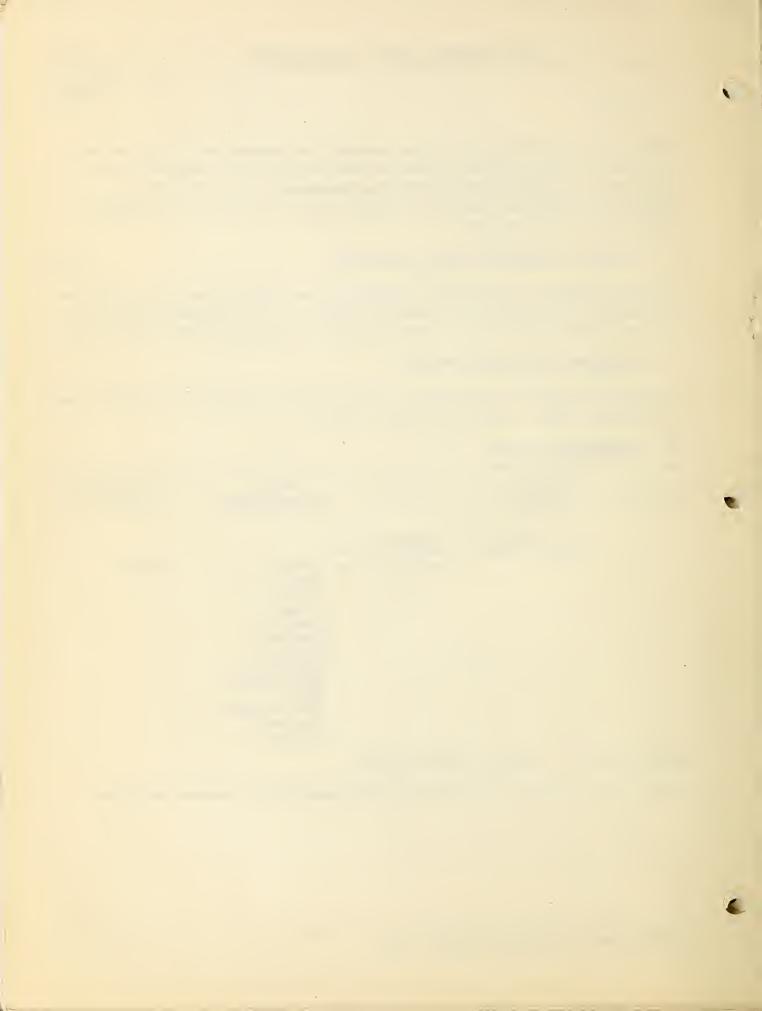
IV RECOMMENDING OFFICERS

Activity	Recommending Officer	Location	Area of Responsibility	To Area Personnel Office In:
	Admin.Officer or *Admin. Clerk	Washington, D.C. Raleigh, N.C. and Louisville, Ky.	Alabama Florida Georgia Indiana Kentucky Maryland Mississippi Missouri North Carolina Ohio South Carolina Tennessee Virginia	New York

Consultants WOC

See OMS Instruction 312.1

^{*} Restricted to "Return to Duty" and "Furlough without Pay" for seasonal employees.



I POLICY

Officers listed in this Instruction are designated as recommending officers and are authorized to submit requests for field personnel actions for all employees (except themselves) in the Administrative Services Division within the designated areas of responsibility. Requests for personnel actions signed by anyone other than designated recommending officers will not be processed.

II REQUEST FOR PERSONNEL ACTION, FORM AD-517

AD-517

Recommending officers shall submit an original and one copy (two copies for separations) of Form AD-517 for requests for personnel actions to the Area Personnel Office listed. The Area Personnel Office shall forward the copy to the appropriate Area Fiscal Office.

III BRANCH OR STAFF DIVISION APPROVAL

Recommending officers are responsible for obtaining any required approvals prior to submitting Forms AD-517 to the Area Personnel Office.

IV RECOMMENDING OFFICERS

Activity	Recommending Officer	Location R	Area of esponsibility P	To Area Personnel Office In:
Area Administrative Services Division	Area Administrative Services Officer	New York City	New York City	New York
	H	Chicago	Chicago	Chicago
	н	Dallas	Dallas	Dallas
	n .	San Francisco	San Francisco	San Francisco
Leased Wire Service	Chairman or Vice Chairman, Joint Operating Committee	Boston Philadelphia New York	Boston Philadelphia New York City	New York "
	Supervisor, Leased Wire Service		Chicago .Kansas City,Mo. San Francisco	Chicago Dallas San Francisco
Consultants WOC	See OMS Instruction	312.1		

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